



INDIANA ARTS COMMISSION

Connecting people to the arts

DUE TO THE CURRENT FINANCIAL CONDITION OF THE STATE OF INDIANA, THE INDIANA ARTS COMMISSION HAS A NEED TO PLACE A MORATORIUM ON NEW ORGANIZATIONS APPLYING TO THE MULTI-REGIONAL MAJOR ARTS INSTITUTIONS GRANT PROGRAM AT THE 2005 DEADLINE.

ONLY THE 11 ORGANIZATIONS WHO ARE CURRENTLY RECEIVING FY2004 AND FY2005 FUNDS MAY APPLY FOR THIS PROGRAM AT THIS DEADLINE

SAMPLE GUIDELINES

This program is funded by the Indiana General Assembly and the National Endowment for the Arts. Inform your communities and elected officials about the importance of public arts support to your organization and its activities.

THIS APPLICATION WILL BE MADE AVAILABLE UPON REQUEST IN LARGE PRINT, BRAILLE, AUDIO CASSETTE, OR OTHER FORMS TO MEET SPECIAL NEEDS



The application is provided to you in Adobe Acrobat or Microsoft Word for Windows. You may request a paper copy by contacting the IAC.

Two-year Grant Program for Multi- regional Major Arts Institutions

Notice of Intent Deadline

**February 1, 2005
11:59 p.m. EST**

Documentation Deadline

**March 1, 2005
4:30 p.m. EST**

Application Deadline

**March 1, 2005
11:59 p.m. EST**

Grant Period

**July 1, 2005 -
June 30, 2007**

150 W. Market St., Suite 618
Indianapolis, IN 46204
www.in.gov/arts
IndianaArtsCommission@iac.in.gov
317/232-1268
317/233-3001 TTY

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ABOUT THE INDIANA ARTS COMMISSION

The Indiana Arts Commission (IAC), a state agency, was established in 1967 to increase the support, awareness, and outreach of the arts in communities across the state. The Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts (NEA).

The agency is governed by a 15-member board of directors appointed by the Governor of the State of Indiana to four-year terms. The Commission's programs and services are supported by a professional staff and over 100 Hoosier volunteers. The Commission holds quarterly business meetings throughout Indiana, which are open to the general public for observation.

Members of the Indiana Arts Commission

Jim Bodenmiller, Chair, West Lafayette
Ronald J. Stratten, Vice Chair, Indianapolis
Joan David, Secretary, Evansville
Lee Marks, Exec. Committee, Shelbyville
William Hopper, Exec. Committee, Vincennes
Sandi Clark, Bloomington
India Cruse-Griffin, Richmond
Cindy Frey, Columbus

Judy Hess, Corydon
Cliff Lambert, Terre Haute
Jeanne E. Mirro, Ft. Wayne
S. Leonard Pas, Eminence
Irene Smith-King, Gary
Richard Q. Stifel, South Bend
Steven Tuchman, Indianapolis

Long-term goals

The Indiana Arts Commission has established four major goals:

1. Maximize public and private resources for the Arts
2. Broaden the availability of and access to a wide range of artistic expressions.
3. Strengthen the capacity of arts providers artistically, financially, and administratively.
4. Increase awareness of the value of the arts, especially its importance as a vehicle for lifelong learning.

Grant making philosophy

The Indiana Arts Commission recognizes the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within Indiana. Grants serve as an incentive for developing and strengthening the capacity of communities to plan and implement quality arts activities. All funding decisions will be made in open processes that meaningfully involve citizens in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

Conflict of Interest policy

The Indiana Arts Commission has a conflict of interest policy to assure the impartial distribution of state arts funding and services. (Contact the IAC to obtain a copy of the policy.)

ABOUT THE GRANT PROGRAM FOR MULTI-REGIONAL MAJOR ARTS INSTITUTIONS

Program description

This program provides annual operating support for the ongoing artistic and administrative functions of eligible arts organizations that provide quality arts and cultural activities on a statewide or multi-regional basis, with special attention to underserved communities. An underserved community is one in which individuals lack access to arts programs due to geography, economic conditions, ethnic background, disability or age. Operating expenses may include, but are not limited to, salaries, administrative fees, staff development and training, space and equipment rental, promotional costs, and production costs, etc., needed to support the organization's yearly activities.

Grant amount

Major Arts Institutions are approved for the two-year grant period; however, grant money will be allocated on a yearly basis. For each year of the biennium, Major Arts Institution applicants may request up to 20 percent of projected annual cash operating expenses or \$200,000, whichever is less. The minimum request for this category is \$1,000 per year. The maximum request amount for the two-year period is \$400,000.

Application deadline

Electronic applications must be received by 11:59 p.m. EST on Tuesday, March 1, 2005. Electronic applications can be completed at www.in.gov/arts/grants/egrantapps.html. Hardcopy documentation must be received in the IAC office by 4:30 p.m. EST on Tuesday, March 1, 2005. Late or faxed applications will not be accepted.

Grant period

Major Arts Institution grants will be awarded on a two-year basis. Funding will begin July 1, 2005 and end June 30, 2007. Grantees will be approved for two years; no new applications will be accepted during the second year of the biennium.

Match requirement

Major Arts Institutions must match every dollar provided by the IAC with five dollars of the organization's own funds. One hundred percent of the match must be cash and cannot include in-kind donations.

Notice of Intent to Apply and staff consultation

The IAC requires any organization interested in applying to this grant program to submit a "Notice of Intent to Apply" form. This form can be found by clicking the link www.in.gov/arts/grants/egrantapps.html or typing it into your web browser. **The Notice of Intent to Apply form must be completed by 11:59 p.m. EST, February 1, 2005.** Late or faxed intent notices will not be accepted.

All applicants in this category must also meet with an IAC staff person to confirm the organization's eligibility to submit an application in this category. Staff will contact you after we receive your Notice of Intent to Apply form, or you can contact Bobbie Garver at 317/232-1283 or bgarver@iac.in.gov.

Who may apply?

All applicant organizations must meet four general eligibility requirements in order to apply.

1. Must be a private tax-exempt nonprofit organization.
2. Nonprofit organizations must be incorporated in the state of Indiana at the time of application and have received recognition of tax-exempt status from the Internal Revenue Service (IRS).
3. Must be in good standing with the IAC and in compliance with all IAC requirements.
4. Must be Indiana-based and have an Indiana address. Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation; must have an Indiana address, and must provide all IAC-funded arts activities in Indiana.

In addition, Major Arts Institutions must also:

1. have arts programming and/or service as its primary mission;
2. have a minimum of five-years of service provision of the type requested;
3. have operated for at least three years according to a strategic or long-range plan adopted by the governing body;
4. carry out an annual process for program planning and evaluation with input from the community to be served;
5. provide an arts educational component to programs and services;
6. have a governing body that is representative of the organization's service area;
7. have a paid administrative staff person who reports to the governing body;
8. have an annual independent financial audit conducted by a CPA (not a review or compilation) for the last three fiscal years; the audit must clearly state the yearly income, expenses and net assets of the applicant organization;
9. have annual cash operating expenses of \$1,000,000 or more, as supported by most recent audit;
10. not show a decrease in the organization's unrestricted operating fund yearly net assets (exclusive of depreciation) in two of the last three fiscal years (FY 2002, FY 2003, FY 2004). IAC staff will review the Statement of Activities in the annual independent financial audit of all applicants for the three-year period to make a determination of eligibility;
11. provide arts programs and/or services to the entire state or to two or more IAC-defined multi-county regions of the state, as demonstrated by a defined statewide or multi-regional service area, a marketing plan that addresses the entire area, and a history of multi-regional or statewide service provision.

Program Restrictions

An organization may not apply for IAC-based funding from both the IAC and a Regional Arts Partner in the same fiscal year.

In addition, there are specific restrictions that apply to grants made to presenting organizations. A presenting organization is any organization that purchases the services of a producer in order to provide arts performances, exhibits, readings, screenings, etc. Major Arts Institutions cannot utilize IAC funds to present any producing organization that receives funding directly from the Indiana Arts Commission or any of the 12 Regional Arts Partners. Before submitting an application that includes presenter-touring support, verify that the producer does not receive IAC-based funding. You can contact the IAC or any of the Regional Arts Partners for this information.

A producer (an organization which creates or organizes arts performances, exhibits, readings, screenings, etc.) seeking operating support must describe your proposed touring activities in the application narrative and include touring expenses and income in the proposed budget summaries and budget line item details. If you receive Major Arts Institution funding and also provide run-outs or touring in the state of Indiana presenting organizations cannot apply to the IAC or the Regional Arts Partners for funding to cover the costs of presenting your organization. Therefore, funding through this grant category is the only IAC funding that you will be able to receive during the grant period.

You can utilize IAC funds to provide fee subsidies to presenting organizations that wish to purchase your services.

IAC-funding cannot be used for the following expenses:

1. cash reserves; deficit reduction, or deficit elimination;
2. events in private dwelling places or other locations not open to the general public;
3. consumable supplies and materials not directly related to the project;
4. capital acquisitions (purchase of artwork, etc.); capital expenditures; restoration, or new construction of buildings;
5. costs of receptions, food, or beverages;
6. travel outside the United States;
7. indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
8. activities not associated with arts programs and services;
9. projects to be delivered outside the state of Indiana;
10. project expenses outside the state fiscal year and grant period (July 1-June 30); and
11. activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

HOW TO COMPLETE AND SUBMIT AN APPLICATION

Getting started

Please read the entire guidelines, instructions, and application packet before beginning. All organizations planning to apply for FY 2006 – FY 2007 Major Arts Institution funding must submit a Notice of Intent to Apply form via the e-Grant system (www.in.gov/arts/grants/egrantapps.html). The IAC staff will consult with all applicants in this category to confirm the organization's eligibility to apply for this category or to discuss other funding options available from the IAC or the Regional Arts Partners.

UPDATE IF NEEDED

1. **Articles of Nonprofit Incorporation** -- If needed, request a duplicate copy from the Secretary of State's office at 317/232-6576. *(To be submitted in hardcopy form by 4:30 p.m. EST on Tuesday, March 1, 2005 at the IAC office.)*
2. **IRS Tax-exempt Status Letter** *(To be submitted in hardcopy form by 4:30 p.m. EST on Tuesday, March 1, 2005 at the IAC office.)*
3. **Current strategic or long-range plan** *(To be submitted in electronic form with the application via the e-Grant system.)*

REQUIRED SUBMISSIONS

4. **Independent Financial Audit** -- performed by an independent Certified Public Accountant (CPA). The audit should be for the period covered by the organization's most recently completed fiscal year. We encourage you to submit your audit at the time you e-mail your Notice of Intent form so IAC staff has ample time to review the document(s) to ensure your organization meets all eligibility requirements of the grant program. If your audit is not complete at the time you send your Notice of Intent form, send your audit with your support materials under separate cover. *(To be submitted in hardcopy form by 4:30 p.m. EST on Tuesday, March 1, 2005 at the IAC office.)*
OR
Compliance Audit -- All organizations that received total federal funds of \$500,000 or more per year from all sources are required, by federal law, to complete a compliance audit performed by an independent Certified Public Accountant (CPA). The audit should be for the period covered by the organization's most recently completed fiscal year and must be performed according to specific federal guidelines. (Consult with your accounting firm for specific information about the compliance audit.) *(To be submitted in hardcopy form by 4:30 p.m. EST on Tuesday, March 1, 2005 at the IAC office.)*
5. **Annual Financial Statement** -- All applicants must provide an un-audited financial statement for the most recently completed fiscal year. This item is not the same as the audit mentioned above. A financial statement is a public document that indicates the financial status of your organization at the close of the fiscal year. It should reflect information for the entire fiscal year, including individually categorized income and expenses, and beginning and ending fund balances. It is most helpful when it compares actual income and expenses to either budgeted amounts for the same year or actual amounts for the previous year. Please send this document electronically when you submit your FY2006-2007 Majors Application. *(To be submitted in electronic form with the application via the e-Grant system.)*
6. **Job Description of the chief paid administrative staff person** (i.e., executive director if this has changed since your last application was submitted to the IAC) *(To be submitted in electronic form with the application via the e-Grant system.)*
7. **Program timetable** - Submit electronically a detailed programming timetable of proposed FY 2006 and FY 2007 activities. *(To be submitted in electronic form with the application via the e-Grant system.)*

SEND the following documents to provide further information about the activities of your organization:

1. **Printed promotional materials**

All applicants should include representative printed promotional materials (but not more than three pieces). These may include information about previously successful programs, or projects (i.e., programs, catalogues, newspaper articles, etc.). These materials should be carefully selected and must compare in size with the application page; oversized pieces will not be accepted. *(To be submitted in hardcopy form by 4:30 p.m. EST on Tuesday, March 1, 2005 at the IAC office.)*

Completing the form on your computer

The application form must be submitted electronically to the IAC via the e-Grant system at www.in.gov/arts/grants/egrantapps.html. You may submit one page at a time. If you have problems utilizing these electronic applications, please contact the IAC either by phone or e-mail egrants@iac.in.gov for assistance.

General instructions for submitting your application packet

- Only e-Grant applications will be accepted. No hardcopy applications will be accepted.

- Submit only the information requested. Including additional material will not enhance your chances of being funded and your application will not be reviewed.
- Keep a copy of the completed application for your own files. (Each page will be emailed to you upon submission.)

APPLICATION REVIEW PROCESS

Staff review of submitted applications

Applicants must provide complete information and support documents (as requested).

Submit requested materials only. Please do not submit additional materials that have not been requested. Submitting extra materials can make your application ineligible.

After you have submitted your application to the IAC, staff will review your materials to ensure that all required information was submitted.

Advisory panel review

The Indiana Arts Commission has established an advisory panel process to assist in its evaluation of grant applications. Panels appointed by the Arts Commission will be composed of Hoosiers who are knowledgeable in the arts, not-for-profit management, and/or community development. The IAC will strive to balance advisory panel composition with consideration to race, gender, regional representation, and special needs.

Advisory panels will convene in the spring of 2005. Panel meetings are open to the public for observation and may be recorded. **Applicants will be invited and are encouraged to attend.** Applicants cannot lobby panelists on behalf of their applications before, during, or after the panel meeting.

How proposals are evaluated

Panelists will review all applications and evaluate how well each addresses the three review criteria (quality, community impact/public benefit, and management). A minimum score of 85 points, out of a possible 100 points, is needed for an application to be considered for funding.

The term “project,” as used in this section, is a generic term and refers to the activities for which funding is being requested (i.e., a full year of services - operating support).

QUALITY (up to 30 points, or 30 percent of total score):

The proposed activities will be of the highest quality possible in relation to community standards, expectations, and resources, as indicated by the following:

- The goals and objectives of the proposed activities are clearly explained and are consistent with the organization’s mission and long-range plans, and with IAC goals.
- The artistic goals and program design are consistent with the organization’s resources.
- There appear to be a sufficient number of appropriate and qualified personnel (or independent contractors, including artists), paid or volunteer, to carry out the proposed activities.
- The audience has been clearly identified and estimated attendance figures appear reasonable in light of past efforts.
- Proposed program components and activities appear to be appropriate in light of project goals and audience. The project design contains and describes educational activities and outcomes.
- Participating artists, staff, community members and others have been/will be involved in planning, implementing, and evaluating the project activities.

COMMUNITY IMPACT/PUBLIC BENEFIT (up to 40 points, or 40 percent of total score)

The proposed activities will have a significant impact the community the organization serves, as indicated by the following:

- The organization's constituent base is clearly defined. The manner in which constituents were involved in assessing needs and program planning is clearly described. There was an appropriate level of constituent involvement and support.
- The plan for serving traditionally under-served populations in program development, implementation, and evaluation is clearly described and appears adequate.
- Appropriate promotional efforts will be made to inform the general public about activities, including strategies for reaching traditionally under-served populations.
- Proposed activities will be made accessible and marketed to persons with disabilities and other special needs.
- The proposed activities will contribute to long-term growth of the arts in the community.

MANAGEMENT (up to 30 points, or 30 percent of total score)

The organization delivering the proposed activities will be well managed, as indicated by the following:

- There is a person (paid or volunteer) assigned to manage the project/operation. The manager's qualifications have been clearly explained and appear adequate.
- The project timetable is clearly explained and provides sufficient detail to guide implementation.
- The process that will be used to evaluate the effectiveness of your activities is clearly described and measurable. Evaluation will include assessment of impact on the people served. Audience/participant feedback will be used as one component to evaluate project success in achieving its goals.
- There is evidence of a successful history of providing related arts activities.
- Estimated expenses and budget appear reasonable. Projected income will be proportionate and come from a variety of sources. There are adequate plans for long-term resource development and deficit reduction (where applicable).
- The applicant's governing body meets on a regular basis and represents the diversity of the applicant's geographic service area with respect to race/ethnicity, gender, age, special needs, and location of residence, etc.

Commission action

Following the panel meetings, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific funding recommendations.

<p>The Indiana Arts Commission will review and ratify all FY 2006 – FY 2007 funding recommendations at its June 2005 business meeting. Commission meetings are open to the public for observation and may be recorded.</p>
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Reconsideration policy and appeal process

The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

1. the panel or review team used incorrect review criteria; and/or
2. there was influence by an IAC staff person or IAC volunteer panelist having a conflict of interest; and/or
3. required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the IAC Executive Director stating the reason for reconsideration, based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received in the IAC office within 30 days of notification of the IAC grant award in question.

An appeals committee, appointed by the IAC Chair, will review all requests for appeal and make recommendations to the full Commission at its next business meeting. All decisions of the Commission are final and may not be appealed further.

WHAT HAPPENS AFTER A GRANT IS AWARDED?

Notification of your grant award

All applicants will be notified in writing of grant decisions after the Commission meets and approves the grants (June 2005). Grantees will receive **via email** the award letter and other pertinent information. The Grant Agreement and other pertinent materials that must be completed, signed and returned to the IAC before a first payment can be processed will be sent **via regular mail**.

Acknowledgment and credit of public funding

Broad public visibility of the success of Indiana's artists and arts organizations is essential. By promoting yourself, your activity, and your state-funded grant, you are working to strengthen the role of the arts in Indiana. You are demonstrating to the community the impact of the arts and how the money legislators have allocated for the arts is being well spent.

One important way you can demonstrate the importance of public funding for the arts is to credit the Indiana Arts Commission and the National Endowment for the Arts in all publicity and printed materials associated with your funded activities. For recipients of an organizational support grant, this means all activities and programs of the organization. It is important that we have help from the major arts organizations in the state as we work to promote and encourage the arts in Indiana.

All publicity or programs, electronic and printed, must contain the IAC logo and the following credit line:
Provided with support from the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency.

The credit logo is supplied to all grant recipients on a CD. The image can be manipulated as needed. It is also available on diskette by request. The logo must be reproduced as a unit without alteration outside of size.

How to Use the IAC Logo and Credit line

There are ways to incorporate the credit language and logo into your publicity and informational materials. Including this information in as many places as possible helps your community understand the impact of public funding of the arts. Below are some specific requirements:

Promotional Materials

Grantees must credit the IAC and the NEA in printed materials (including newsletters, catalogs, brochures, announcements, invitations, and press releases), films and video tapes, electronic transmissions (including Internet sites), and non-written announcements (such as audio descriptions for people who are sight-impaired) regarding all activities for which Commission funds are used. Grantees receiving organizational support must credit the IAC and NEA in all promotional materials.

Programs

Grantees must credit the IAC and the NEA on the title page of printed programs, in a type size no smaller than 8-point. If the type size is smaller than 8-point both the NEA and the IAC logos need to appear. Also, list the Commission in the donor category most appropriate to the level of financial support your organization is receiving.

Performing Arts Organizations that receive \$50,000 or more in total IAC operating support funding in any fiscal year shall provide two half pages of advertising space in all season programs. The Indiana Arts Commission will provide camera-ready art to your program specifications.

Performing arts organizations that receive less than \$50,000 in total IAC operating support funding in any fiscal year shall provide one-half page of advertising space in all season programs. The Indiana Arts Commission will provide camera-ready art with your award package.

Educational Materials

Grantees must credit the IAC and the NEA in all educational materials (including brochures, pamphlets, flyers, postcards, etc.) distributed in association with any IAC-funded program or exhibition. Grantees receiving organizational support must credit the IAC and NEA in all educational materials. Again if not using the credit logo, both the NEA and the IAC logos need to appear.

Web Sites

The Grantee must use the IAC credit logo on the organization's web sites – along with a hyperlink back to the IAC web site. It should be listed in a place appropriate to the web site's mapping, i.e. IAC credit logo on a sponsorship page with a hyperlink and/or IAC and NEA listed as additional resources with a hyperlink to both. For project support, the IAC credit logo must appear on the web page that corresponds to the IAC-funded project.

Advertising

Grantees must credit the IAC and the NEA in all project-related print (including billboards) and/or electronic advertising (including television and the Internet).

News Releases

News releases must credit the IAC and NEA support. A sample support statement could be: This project was supported by the Indiana Arts Commission, with funding from the State of Indiana and the National Endowment for the Arts.

Promotional Appearances and Interviews

On television and radio appearances by your representative(s), verbally acknowledge, at least once during a broadcast, the support your organization received from the IAC and the NEA toward your project or overall operation. Also, you should acknowledge the IAC and NEA support in any newspaper, magazine, or on-line interviews about your organization's program(s).

Verbal Credit

When written credit is not applicable, such as when there is no printed program, give verbal credit prior to each performance or activity. If an announcement is not feasible, consider a sign in the lobby or activity space.

The Grantee further agrees to submit to the State the date(s), time(s), and location(s) of performance(s), exhibition(s), program(s), and to submit to the State, upon request, copies of all publicity, photographs, and printed materials for the arts activity (ies) involved.

Failure to Comply

If the grantee fails to comply with the logo requirements, the IAC will not release the final 10% grant payment. Continued non-compliance with the logo requirements could affect future funding with the Indiana Arts Commission.

Grant Agreement

The Grant Agreement is your official contract with the Indiana Arts Commission. Major Arts Institutions will be issued one Grant Agreement for the biennium. Read this document carefully as you will be responsible for meeting all the terms and conditions it contains. The Grant Agreement must be signed by the board chair, president, or executive director and returned to the IAC. Your signed Grant Agreement will be reviewed by three other state agencies – The Department of Administration, the Budget Agency, and the Attorney General's office. This is standard procedure and usually takes anywhere from one to two months to complete. When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to you. The original is kept on file at the Indiana Arts Commission. The IAC will not recognize any contractual obligation to an organization without a fully executed copy of the Grant Agreement on file.

Project Modification form

This form is to be used to notify the Indiana Arts Commission about any changes to your funded project. All organizations receiving IAC grants are required to complete this form at the time of grant notification (via the e-Grant system), and also whenever they are aware of any significant changes to the approved budget or scope of the project. This includes changes to the "who, what, where, when, why or how." The Project Modification form must be submitted to the IAC and approved before the Grant Agreement is sent to the Department of Administration (see above). Grantees will be held accountable for delivering the type and level of service approved in this report, not the original application. The board chair, president, or executive director must sign this form.

First grant payment

The first payment of your grant will be for 90 percent of the first year's annual grant allocation. The payment will be mailed to you after your Grant Agreement has been approved by all three state agencies. In general, it takes two months from the time you submit your correctly completed Grant Agreement until the IAC mails your first payment. We will do everything we can to keep this amount of time as short as possible.

Project changes and modifications

During the period of time covered by the Grant Agreement, you must give the IAC **prior written notice** of any major changes that may affect the funded project, such as significant changes in budget, personnel, dates, scope of activities, etc. The Project Modification form (located at www.in.gov/arts/grants/egrantapps.html) can be used for this purpose. Changes that significantly alter the scope of intention of the project will not be approved. You may be required to return all or a portion of your grant money to the IAC.

Interim Report

Each Major Arts Institution must submit an Interim Report via the e-Grant system (www.in.gov/arts/grants/egratnapps.html) by **July 30, 2006**. The Interim Report includes: reporting on the activities and programs that were carried out during the first year of the biennium; a complete, detailed financial accounting that indicates how state, local, and/or private funds were expended; and information on the outcomes and results of the project, including statistical information about the numbers of people served and geographic areas served. The Interim Report will also include a section to update the projected programs and activities that are to be carried out during the second year of the biennium.

Second and third grant payments

The second payment will be for the balance of the total first-year allocation (the final 10 percent) will be made following receipt and approval of the Interim Report.

The third payment will be for 90 percent of the second year's annual grant allocation and will be made following receipt and approval of the Interim Report. The second and third grant payments might be combined into one check.

Final Grant Report

All Major Arts Institutions must submit a completed Final Grant Report via the e-Grant system (www.in.gov/arts/grants/egratnapps.html) by **July 30, 2007**. The Final Grant Report includes: reporting on the activities and programs that were carried out during the second year of the biennium; a complete, detailed financial accounting that indicates how state, local, and/or private funds were expended; and information on the outcomes and results of the project, including statistical information about the numbers of people served and geographic areas served.

Fourth grant payment

The fourth and final payment will be for the balance of the total second year regional allocation (the final 10 percent) and will be made following receipt and approval of the Final Grant Report.

Records retention

Grantees must provide access to any books, records, documents and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the IAC for a period of no fewer than three years.

Monitoring

The Indiana Arts Commission will monitor the arts programs and organizational activities funded through this category. You will be advised if your organization has been selected for a random field audit.

CONDITIONS AND REQUIREMENTS

Public Manifestation

There must be a public manifestation of all funded activities within the year they are supported. "Public manifestation" means the project must result in a product or activity that is available to the public.

"Available" means activities must be accessible to persons with special needs and open to the audience, participants, or public, either free or by reasonable admission or service charge.

Civil Rights

The Indiana Arts Commission complies with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.

Your signed grant application and Grant Agreement indicates that your organization understands and is in compliance with these laws:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment."

- Americans with Disabilities Act of 1990 which provides for nondiscrimination in public accommodation on the basis of disability.

- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975 which provides for nondiscrimination in federally assisted programs on the basis of age.

Drug-free workplace

The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

Fair Labor Standards

Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.



WHAT TO SUBMIT - CHECKLIST

Notice of Intent to Apply deadline: February 1, 2005

Application deadline: March 1, 2005

Applicants must provide complete information on all forms, authorized signatures where indicated, assurances that the application is legally binding, and supporting materials (as requested) to allow for a uniform review.

Submit requested materials only. Please do not submit additional materials that have not been requested. Submitting additional information can make your application ineligible.

One copy of the following items should be submitted in the specified format:

HARDCOPY:

- ☐ 1. Articles of Incorporation or Enabling Legislation - This item must be submitted if it has been revised since last submitted to the IAC.
- ☐ 2. IRS Determination Letter of Tax Exempt Status - This item must be submitted if it has been revised since last submitted to the IAC.
- ☐ 3. Annual Independent Financial Audit or Compliance Audit This item can be submitted with either the Notice of Intent form or the grant application. It can be submitted electronically or by mail under separate cover
- ☐ 4. Printed promotional materials that illustrate the quality of related past programming. Need 12 copies of the three items to add to the applications for the advisory panel. All sets must be the same.

IN ELECTRONIC FORMAT VIA THE APPLICATION:

- ☐ 1. Current strategic or long-range plan -This item must be submitted if it has been revised since last submitted to the IAC.
- ☐ 2. Financial Statement for most recently completed year.
- ☐ 3. Job Description of the chief administrative staff person (i.e., executive director if it has changed since last submitted to the IAC)
- ☐ 4. Budget line item detail for each fiscal year.

ACCESSIBILITY SELF-ASSESSMENT CHECKLIST

The Indiana Arts Commission has adopted this Checklist as an informal guide for applicant organizations. This Checklist is neither a determination of your legal rights or responsibilities under the Americans with Disabilities Act; the 1973 Rehabilitation Act, Section 504; nor binding upon any agency with enforcement responsibility under the ADA.

FACILITY ACCESS: Answer questions 1 through 7 about the physical accessibility of each facility or site used for programs by your organization. Indicate accessibility by answering *yes* or *no* in response to each question and checking *yes*, *no*, or *n/a* for each accommodation in relation to the question.

- YES** Physical feature exists.
NO Physical feature does not exist but should.
N/A Physical feature does not exist and is not needed (i.e., A single-level, ground-floor facility would not need an elevator).

1. Is the entry way accessible to people with mobility impairments (patrons who use wheelchairs, crutches, or walkers or who are unsteady)? ____ Yes ____ No.

	YES	NO	N/A
Ramps/Lifts	_____	_____	_____
Hand Railings on Ramps	_____	_____	_____
Steps	_____	_____	_____
Hand Railings on Steps	_____	_____	_____
Doors Open Easily/Automatically	_____	_____	_____

2. Is the entry easily accessible to people with visual impairment (i.e., low vision, blind)?
 ____ Yes ____ No.

Large-Print Signage	_____	_____	_____
Well-Lighted	_____	_____	_____

3. Is the entry way accessible to people with hearing impairments (i.e., hard of hearing, deaf)?
 ____ Yes ____ No.

Buzzer Door	_____	_____	_____
If Yes, Is There a Visual Entry Code (i.e., Flashing Light)?	_____	_____	_____

4. Is patron parking available? ____ Yes ____ No.

Designated "Handicapped Parking"	_____	_____	_____
Clear Passage to Entry (i.e., for Wheelchair Users)	_____	_____	_____

5. Is the interior space accessible to people with mobility impairments? ____ Yes ____ No.

Ramp	_____	_____	_____
Hand Railings on Ramps	_____	_____	_____
Steps	_____	_____	_____
Hand Railings on Steps	_____	_____	_____
Firm, Smooth Surfaces	_____	_____	_____
Doors Open Easily	_____	_____	_____
Elevators	_____	_____	_____
Chair Lifts	_____	_____	_____
Accessible Restrooms	_____	_____	_____
Designated Wheelchair Seating	_____	_____	_____

6. Is the interior space accessible to people with visual impairments? ____ Yes ____ No.

	YES	NO	N/A
Large Print Signage	_____	_____	_____
Braille Signage	_____	_____	_____
Braille Marked Elevator Buttons	_____	_____	_____
Raised Letter Signage	_____	_____	_____
Free of Hazardous Overhangs and Protruding Objects	_____	_____	_____
Clearly Marked Abrupt Changes in Levels	_____	_____	_____

7. Is interior accessible to people with hearing impairments? ____Yes ____No.

Visual Emergency Alarm System _____

ACCESS TO ORGANIZATIONS PROGRAMS:

Answer each question **8. through 10.** as it relates to programmatic accessibility.

- YES** Program offers adaptation routinely or upon request.
NO Program does not offer adaptation but should.
N/A Program does not offer adaptation and it is not needed (i.e., A symphony concert probably would not require audio description.)

8. Does the organization use the following to make its programs accessible to people with visual impairments?

____Yes ____No.

Large Print Materials	_____	_____	_____
Large Print Labeling	_____	_____	_____
Braille Materials	_____	_____	_____
Taped Materials	_____	_____	_____
Audio Description	_____	_____	_____

9. Does the organization use the following to make its programs accessible to people with hearing impairments?

____Yes ____No.

Assisted Listening Devices--	_____	_____	_____
Infrared	_____	_____	_____
Audio Loop	_____	_____	_____
FM System	_____	_____	_____
Sign Interpreters	_____	_____	_____
Oral Interpreters	_____	_____	_____
Script and Text of Verbal Presentations	_____	_____	_____
Captioned Audio Visual Materials	_____	_____	_____
TDD/TTY (Telecommunications Device for the Deaf)	_____	_____	_____

10. Does the organization publicize its accessibility? ____Yes ____No.

By Telephone	_____	_____	_____
By TDD/TTY	_____	_____	_____
In Large Print	_____	_____	_____
In Braille	_____	_____	_____
On Audio Cassette Tape	_____	_____	_____

SAMPLE BUDGET WITH REQUIRED LINE ITEM DETAIL

This budget line item detail was prepared with sufficient information for the reader to understand how costs were determined and what are the expected sources of funding (in addition to the IAC grant).

In order to evaluate your request for IAC support, the IAC staff and advisory panelists need complete information about projected costs and revenue sources. **Applications without the level of detail shown in this sample will be ruled ineligible and returned to the applicant for revision.**

BUDGET LINE ITEM DETAIL

Proposed Expenses	Cash	In-Kind	Total:
1. Personnel Administrative			
Full-time staff (6)	\$ 225,000		\$ 225,000
Part-time staff (1)	\$ 25,000		\$ 25,000
1/2 of Artistic Director & Production Manager	\$ 38,000		\$ 38,000
FICA and Unemployment	\$ 22,000		\$ 22,000
Health Insurance	\$ 35,000		\$ 35,000
Total:	\$ 345,000		\$ 345,000
2. Personnel Artistic			
1/2 of Artistic Director	\$ 23,000		\$ 23,000
Conductors	\$ 28,500		\$ 28,500
Five resident artists	\$ 50,000		\$ 50,000
Cover artists/other singers	\$ 7,000		\$ 7,000
FICA, Unemployment, Insurance	\$ 9,000		\$ 9,000
Total:	\$ 117,500		\$ 117,500
3. Personnel Technical/Production			
1/2 of Production Manager	\$ 15,000		\$ 15,000
FICA	\$ 1,200		\$ 1,200
Health Insurance	\$ 12,000		\$ 12,000
Total:	\$ 28,200		\$ 28,200
4. Outside Artistic Fees and Services			
Soloists	\$ 130,000		\$ 130,000
Chorus	\$ 26,000		\$ 26,000
Dancers	\$ 10,000		\$ 10,000
Stage Directors, Set Costume and Lighting Designers	\$ 78,000		\$ 78,000
Orchestra	\$ 140,000	\$ 60,000	\$ 200,000
FICA	\$ 10,000		\$ 10,000
Total:	\$ 394,000	\$ 60,000	\$ 454,000
5. Outside Other Fees and Services			
Stage Mgrs., Tech. Directors, Accompanists, Assts.	\$ 50,400		\$ 50,400
Stagehands	\$ 143,300		\$ 143,300
Wardrobe Personnel	\$ 37,000		\$ 37,000
FICA (\$62,000 x .0765) (some paid as contractors)	\$ 5,000		\$ 5,000
Total:	\$ 235,700		\$ 235,700

6. Space Rental

Performance Hall Rental	\$ 107,650	\$ 120,000	\$ 227,650
Rehearsal Hall Rental	\$ 6,000		\$ 6,000
Housing for visiting artists	\$ 30,450		\$ 30,450
Office Space, utilities	\$ 25,000		\$ 25,000

Total: \$ 169,100 \$ 120,000 \$ 289,100

7. Travel/Transportation

Travel for Visiting Artists	\$ 30,000	\$ 10,000	\$ 40,000
Staff local travel @\$.25	\$ 5,000		\$ 5,000
Production local travel	\$ 3,000		\$ 3,000
Ensemble Travel	\$ 9,000		\$ 9,000
Member Organization Travel	\$ 5,000		\$ 5,000
Shipping of sets and costumes	\$ 30,000		\$ 30,000

Total: \$ 82,000 \$ 10,000 \$ 92,000

8. Marketing/Promotional

Promotion 98-99 Season	\$ 45,000	\$ 25,000	\$ 70,000
Season Program	\$ 30,000		\$ 30,000
Advertising	\$ 60,000	\$ 10,000	\$ 70,000
Public Relations	\$ 7,500		\$ 7,500
Newsletters	\$ 6,000		\$ 6,000
Merchandise for resale	\$ 5,000		\$ 5,000
Ticket, box office fees	\$ 22,000		\$ 22,000

Total: \$ 175,500 \$ 35,000 \$ 210,500

9. Remaining Operating Expenses

Non-personnel expenses for productions, including design elements and surtitles	\$ 273,975		\$ 273,975
Operating Expenses including insurance, audit, postage, supplies, telephone, depreciation, interest, etc.	\$ 159,525		\$ 159,525
Fundraising expenses	\$ 25,000		\$ 25,000
Co-production investments	\$ 130,000		\$ 130,000

Total: \$ 588,500 \$ 588,500

10. Capital Expenditures-Acquisitions

\$ -

11. Capital Expenditures-Other

\$ -

12. Total Cash Expenses

\$ 2,135,500

13. Total in-kind

\$ 225,000

14. Total Project/Operation Expenses

\$2,360,500

Projected Income

Cash

15. Admissions

Season Tickets (2,000 x \$140avg.)	\$ 280,000
Single Tickets/Group Sales	
Production #1	\$ 30,000
Production #2	\$ 60,000
Production #3	\$ 48,000

Total: \$ 418,000

16. Contracted Services Revenue		
Ensemble School/Community performances	\$	75,000
Dress Rehearsal fees	\$	20,000
	Total:	\$ 95,000
17. Other Revenue		
Program advertising	\$	32,500
Set/costume rentals	\$	10,000
Merchandise sales	\$	8,500
Interest income	\$	14,000
Investment income	\$	150,000
	Total:	\$ 215,000
18. Corporate Support		
Underwriting/Contributions	\$	310,000
Corporate match	\$	40,000
	Total:	\$ 350,000
19. Foundation Support		
John Doe Endowment	\$	257,500
The Smith Fund, Inc.	\$	30,000
Some City Foundation	\$	45,000
Other	\$	50,000
	Total:	\$ 382,500
20. Other Private Support		
Contributions from individuals	\$	375,000
Organization's guild	\$	25,000
Special Events	\$	50,000
	Total:	\$ 450,000
21. Government Support-Federal	\$	-
22. Government Support-Regional/State	\$	-
23. Government Support-Local (Local Arts Council)	\$	25,000
24. Other Applicant Cash	\$	-
25. Total Non-IAC Cash Income	\$	1,935,500
26. IAC Request	\$	200,000
27. Total Cash Income	\$	2,135,500
28. Total in-kind	\$	225,000
29. Total Project/Operation Income		\$ 2,360,500